



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 06-27

15 June 2006

**REMINDER - IMPLEMENTATION OF USA STAFFING
Expires 30 September 2006**

1. Recently the HRO Staffing team visited the major military technician worksites throughout the California National Guard to introduce USA Staffing and describe what the implementation means to supervisors, managers, and employees. USA Staffing will be operational and used as the main tool to advertise military technician vacancy announcements effective 1 July 2006.
2. USA Staffing web-based system is a cost effective means of getting the best-qualified candidates in a single, integrated software solution. The complex staffing process is simplified with this user friendly, web-enabled software that completely automates recruitment, assessment, referral, and notification processes. USA Staffing is currently used by federal government agencies to locate candidates and is being implemented throughout the National Guard. USA Staffing automatically generates vacancy announcements, posts vacancy announcements on OPM's USAJOBS website, accepts applications by internet or fax, analyzes applicant competencies, produces certificates, notifies applicants, and manages applicant records. It meets OPM regulatory requirements. The use of USA Staffing by all state National Guards is mandatory.
3. The CNG Form 690-1, Technician Vacancy Announcement Request, has been developed for commanders, supervisors, and managers to request the advertisement of a position. As described in TAAI 06-09, dated 28 February 2006, USA Staffing – The Automated Solution for Hiring, new advertisement requests received after 15 June 2006 must meet the USA Staffing parameters. The CNG Form 690-1 prompts the requesting supervisor for the required information. The use of the CNG Form 690-1 for requesting technician vacancy announcements is mandatory effective 16 June 2006. A separate CNG Form 690-1 must be submitted to concurrently advertise Dual Status (DS) and Non-Dual Status (NDS). Page three of the form contains specific instructions for the successful completion of the request. The SF-52 will continue to be used to advertise ANG AGR announcements pending the publication of a separate ANG AGR announcement request form (anticipated on or about 1 September 2006).
4. Positions currently open and accepting applications under the current advertisement procedure, or with published open Certificates of Eligibles, will continue to use the merit placement procedures contained the TPM, Annex A, dated March 2000. Supervisors are encouraged to make selections and notify the HRO as soon as possible. The actual appointment or merit placement personnel action may be effective at a future date. Certificates of Eligibles issued for vacancy announcements advertised by the HRO under the current announcement procedure will be closed without selection effective 30 September 2006 unless the selecting official provides the completed selection documentation to the HRO.

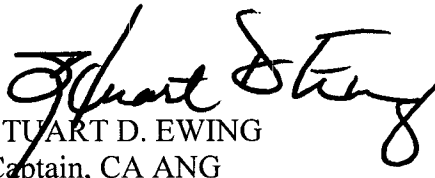
TAAI 06-27, dated 15 June 2006

SUBJECT: Reminder - Implementation of USA Staffing

5. Advertisements published under USA Staffing on or about 1 July 2006 will use the merit placement plan described in the new California National Guard Full-time Personnel Regulation 335 (CNG TPR 335) which is pending publication on 1 July 2006. The publication of the CNG TPR 335 modifies procedures to be in line with the USA Staffing systemic program.

6. Direct questions concerning this TAAI to MSgt April Mosher at DSN 466-3598 or (916) 854-3598; SSgt Latesha Nelson at DSN 466-3415 or (916) 854-3415; or SSgt Gilbert Rodela at DSN 466-3358 or (916) 854-3358.

Encl
as


STUART D. EWING
Captain, CA ANG
Deputy Human Resources Officer

DISTRIBUTION:

Air: TA

Army: TA

TECHNICIAN VACANCY ANNOUNCEMENT REQUEST			
I. POSITION INFORMATION			
1. Position Title		2. Position Number	3. FAC or PARA
4. Pay Plan	5. Occupational Series	6. Grade(s) Advertised	7. MPCN or LINE NR
8. Name and Location of Position Organization		9. Appointment Type:	
		<input type="checkbox"/> PERMANENT <input type="checkbox"/> INDEFINITE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> TEMPORARY PROMOTION NTE <div style="text-align: right;">DAYS</div>	<input type="checkbox"/> DUAL STATUS <input type="checkbox"/> NON-DUAL STATUS ON-BOARD <input type="checkbox"/> NON-DUAL STATUS DEU
10. Duty Location (City, State)		11. Vice (Name and/or Action Vacating Position)	
12. Security Clearance Requirement <input type="checkbox"/> NONE <input type="checkbox"/> NATIONAL AGENCY CHECK <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET SBI/SCI		13. Position Requires Travel <input type="checkbox"/> Infrequent/Rare <input type="checkbox"/> Some, 1 to 5 days per month <input type="checkbox"/> Frequent, More than 5 days per month	
14. Remarks/Special Instructions			
II. RECRUITMENT INFORMATION			
1. Area of Consideration <input type="checkbox"/> ALL SOURCES <input type="checkbox"/> CURRENT CNG MEMBERS/TECHNICIANS		2. Work Schedule <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	3. Subject to Night and/or Rotating Shifts <input type="checkbox"/> YES <input type="checkbox"/> NO
4. Applications will be Accepted Only from Grades (Circle Each Grade that applies) Enlisted E1, E2, E3, E4, E5, E6, E7, E8, E9 Enlisted Eligible Warrant Officer W1, W2, W3, W4, W5 Warrant Officer Candidate/Eligible Officer O1, O2, O3, O4, O5, O6 Officer Candidate/Eligible Non-Dual Status Technician		5. Compatible AFSC/MOS	6. Applications to be accepted for <input type="checkbox"/> 14 Days <input type="checkbox"/> 21 Days <input type="checkbox"/> Specify Other: (_____ Days)
7. Payment of Recruitment/Relocation Incentive up to 25% may be Authorized <input type="checkbox"/> YES <input type="checkbox"/> NO		8. Payment of PCS Costs may be Authorized <input type="checkbox"/> YES <input type="checkbox"/> NO	
9. Position Title of Selecting Official		10. E-mail Address for Draft VA and Certificate of Eligibles	

III. SUPERVISORS CERTIFICATION			
I certify that this position description is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
Name/Title	Signature	Date	Telephone Number
IV. COMMANDERS/DIRECTORS AUTHORIZATION			
I certify that this position description is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
Name/Title	Signature	Date	Telephone Number
V. COMPTROLLERS CERTIFICATION OF FUNDING AVAILABILITY			
I certify that funds are available for this action.			
Name/Title	Signature	Date	Telephone Number
VI. DIRECTORATE FOR HUMAN RESOURCES USE ONLY			
I certify that the information entered on this form is accurate and that the vacancy announcement is in compliance with statutory and regulatory requirements.			
1. Classification Remarks:			
HR SPECIALIST (CLASSIFICATION)		Signature	Date
HR SPECIALIST (CLASSIFICATION)		Signature	Date
2. Received by Staffing on (date)		3. Selecting Official Clearance of Draft VA on (date)	
4. VA Posted on USA Staffing (date)			
5. CNG VA Number		6. USA JOBS VA Number	
7. Staffing Remarks:			
HR SPECIALIST (STAFFING)		Signature	Date
HR SPECIALIST (STAFFING)		Signature	Date

INSTRUCTIONS

Section I (Position Information)

- Block 1. Position Title: Exactly as listed in box 15 of the OF-8 (Position Description)
- Block 2. Position Number: Position Description Number from box 1 of the OF-8 and Sequence Number (unique position identification number) located on the manning document as part of the "CPCN" field. An example of both is 90002000-268246.
- Block 3. FAC or PARA: Functional Account Code (ANG Only) or Paragraph Number (ARNG Only)
- Block 4. Pay Plan: Exactly as listed in box 15 of the OF-8 (Position Description)
- Block 5. Occupational Series: Exactly as listed in box 15 of the OF-8 (Position Description)
- Block 6. Grade(s) Advertised: As listed in box 15 of the OF-8 (Position Description) and all trainee grades (if desired)
- Block 7. MCPN or LINE NR: Manpower Position Control Number (ANG Only) located on manning document or Line Number (ARNG Only) located after paragraph number on manning document
- Block 8. Name and Location of Position Organization: List the name of the organization and its location.
- Block 9. Appointment Type: Select only one from each column; Employment Status (PERMANENT, INDEFINITE, TEMPORARY, or TEMPORARY PROMOTION) and Position Type (DUAL STATUS – requires compatible military membership; NON-DUAL STATUS ON-BOARD – only current career or career conditional non-dual status employees of the California National Guard may apply; NON-DUAL STATUS DEU – a non-dual status position which may be filled by any US citizen through the National Guard Delegated Examining Unit).
- Block 10. Duty Location: List the city and state of the actual worksite (may be different from the location of the position's organization).
- Block 11. Vice: List the name of the last occupant and the personnel action which vacated the position, e.g. SSG Smith, Reassigned. If the position has been vacant for more than 3 months or if it is a new position, "vacant" may be annotated.
- Block 12. Security Clearance Requirement: Select the appropriate security clearance requirement based on the duties and responsibilities in the position description.
- Block 13. Position Requires Travel: Select the approximate number of days spent traveling during a typical month in the performance of official duties
- Block 14. Remarks/Special Instructions: Include any other position requirements, e.g. licenses, physical requirements, lifting, color vision; special remarks or instructions.

Section II (Recruitment Information)

- Block 1. Area of Consideration: Select the area where applications will be accepted from (ALL SOURCES – Applications will be accepted from all individuals meeting the criteria in Section II, Block 4; or CURRENT CNG MEMBERS/TECHNICIANS – Applications will be accepted only from current military/technician members of the California National Guard who meet the criteria in Section II, Block 4)
- Block 2. Work Schedule: Select the normal work schedule (FULL-TIME 40 hours per week; or PART-TIME 32 hours or less per week)
- Block 3. Position Subject to Night and/or Rotating Shifts: Select if the position is required to work nights or perform rotating shifts as part of a normal work schedule.
- Block 4. Applications will be Accepted Only from Grades: Applications will only be accepted from applicants who meet the criteria identified. Include all military grades under consideration.
- Block 5. Compatible AFSC/MOS: List the applicable AFSC(s)/MOS(s) that are compatible with the position.
- Block 6. Applications to be Accepted for: Select the period of time which applications will be accepted. (ALL SOURCES – 21 Days, CURRENT CNG MEMBERS – 14 Days)
- Block 7. Payment of Recruitment/Relocation incentive: Whether payment of Recruitment/ Relocation incentives will be considered.
- Block 8. Payment of PCS costs: Decision whether Permanent Change of Station costs will be paid to eligible employees IAW JTR Vol II. PCS costs will not be paid with a negative annotation in this block.
- Block 9. Position Title of Selecting Supervisor: Position Title of the selecting official (as listed on box 15 their OF-8 (Position Description)
- Block 10. Email Address for Draft VA and Certificate of Eligibles: The selecting officials e-mail address where a draft VA will be sent for review prior to publishing and the Certificate of Eligibles link will be forwarded.